

REQUEST FOR PROPOSAL

Historic County Courthouses Washington Heritage Barns Capital Grants Program Administrative Assistance

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Department of Archaeology and Historic Preservation, hereafter called “DEPARTMENT”, is initiating this Request for Proposal (RFP) to solicit proposals from firms interested in participating on a project to:

Provide administrative assistance in conducting the Historic County Courthouses Grant and Washington Heritage Barns Grant programs.

1.2 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain qualified administrative assistance for the letting of, monitoring of, adherence to standards, performance compliance and the successful completion of State capital grants for the purpose of rehabilitation of historic county courthouses and designated Washington Heritage Barns.

1.3 MINIMUM QUALIFICATIONS

The successful contractor must be licensed to do business in the state of Washington. The contractor must have at least three (3) years of experience in successful application of the Secretary of the Interior’s Standards for the Treatment of Historic Properties; identifying and evaluating historic properties; and providing technical assistance to historic property owners.

Additionally the selected contractor will be able to demonstrate experience in successfully administering and managing capital grant programs or projects having similarities to grant programs. Previous experience in managing rehabilitation programs of historic barns and courthouses is highly desirable.

1.4 FUNDING

The DEPARTMENT’S budget for this project is not to exceed \$90,000. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

1.5 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin on or about August 1, 2013, and to end on June 30, 2015. Amendments extending the period of performance, if any, shall be at the sole discretion of the DEPARTMENT.

1.6 DEFINITIONS

DEPARTMENT – The DEPARTMENT is the agency of the State of Washington that is issuing this RFP.

CONTRACTOR – The individual or company submitting a proposal in order to attain a contract with the DEPARTMENT.

PROPOSAL – A formal offer submitted in response to this solicitation.

REQUEST FOR PROPOSALS (RFP) - Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the contracting community to suggest various approaches to meet the need at a given price.

2. GENERAL INFORMATION FOR CONTRACTORS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the DEPARTMENT for this procurement. All communication between the Contractor and the DEPARTMENT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Greg Griffith
Address: See letterhead on page one of the RFP.
Phone Number:..... 360-586-3073
Fax Number:..... 360-586-3067
E-Mail address:..... Greg.Griffith@dahp.wa.gov

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals..... July 15, 2013
Question and answer period July 15-18, 2013
Pre-proposal conference July 18, 2013 @ 11:00 am
Proposals due..... July 22, 2013
Evaluate proposals..... July 24, 2013
Conduct interviews with finalists, if required ... July 25, 2013
Announce apparent successful contractor July 26, 2013
Hold debriefing conferences, if required July 29, 2013
Negotiate contract July 30, 2013
Begin contract work August 1, 2013



2.3 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled for July 18, 2013 at 11:00 am the Department of Archaeology & Historic Preservation, 1063 S Capitol Way, Suite 106, Olympia WA 98501.

All prospective contractors are encouraged to attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. The DEPARTMENT shall be bound only to written answers to questions. Any oral responses given at the pre-proposal conference shall be considered unofficial.

2.4 SUBMISSION OF PROPOSALS

Contractors are required to submit at least one hard copy of their proposal. Two copies are recommended. The proposal, whether mailed, e-mailed, or hand delivered, must arrive at the DEPARTMENT no later than 5:00 pm, local time, on July 22, 2013.

The proposal is to be sent to the RFP Coordinator at the Department of Archaeology & Historic Preservation, 1063 S Capitol Way, Suite 106, Olympia WA 98501.

Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the DEPARTMENT and the apparent successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). No preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving award of contract, and proposals will not be rejected or considered non-responsive on the basis of minority and women owned business participation.

2.6 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by the DEPARTMENT from the due date. A proposal that does not state sixty days for acceptance will not be rejected; however, any



proposal that places an acceptance of less than sixty (60) days by the DEPARTMENT will be automatically disqualified from further consideration.

2.7 RESPONSIVENESS

The DEPARTMENT reserves the right at its sole discretion to waive minor administrative oversights.

2.8 MOST FAVORABLE TERMS

The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a contractor for clarification of its proposal.

2.9 COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Contractor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

This RFP DOES NOT OBLIGATE THE State of Washington or the DEPARTMENT to contract for services specified herein.

The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

3. PROPOSAL CONTENTS

Proposals are requested to be submitted on eight and one-half by eleven (8 ½" x 11") inch paper, with tabs separating the major sections of the proposal.

Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written is to be included.

Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) is to be included.

It is highly desirable that the proposal include references for the principals of the Contractor.



4. SCOPE-OF-WORK

The apparent successful contractor shall in their proposal best describe how the following scope-of-work will be executed and performed by the contractor. Specific detailing of each element is highly desirable.

- 4.1 Administering the Historic County Courthouse and Washington Heritage Barn grant steering committees. To include organizing meetings, taking notes, acting as staff to both committees, and making public presentations about the program(s) on behalf of the committee(s). The courthouse committee will meet at least 4 times during the 13-15 state biennium (July 1, 2013 to June 30, 2015). The Heritage Barn committee may meet up to 8 times during the 2013-15 state biennium.
- 4.2 Providing technical assistance to counties interested in applying for, or receiving Historic County Courthouse grants.
- 4.3 Providing technical assistance to Heritage Barn owners interested in applying for, or receiving Heritage Barn grants.
- 4.4 Ensuring all work for both courthouse and barn grants meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- 4.5 Reviewing Historic County Courthouse and Washington Heritage Barn grant applications with ADA review provided by the State Department of Enterprise Services.
- 4.6 Ensuring that all invoices for both Historic County Courthouse and Washington Heritage Barn grants meet state standards.
- 4.7 Reviewing Historic County Courthouse and Heritage Barn grant applications to ensure compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- 4.8 Prepare grant award letters for signature by the DAHP Grants Administrator.
- 4.9 Prepare scopes of work for Historic County Courthouse and Heritage Barn grant recipients.
- 4.10 Ensure work is completed by grant recipients in a timely manner, monitor the progress of the grant recipients' project, provide technical support to the grant recipient as pertains to the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- 4.11 Provide monthly status reports of let grant projects to the DEPARTMENT.
- 4.12 Provide interim and final completion report of let grant projects for DEPARTMENT review.



4.13 Ensure and work with Historic County Courthouse and Heritage Barn grant recipients to provide proper backup documentation to enable the DEPARTMENT to issue interim and final grant reimbursement payments to the grant recipient.

4.14 Extensive travel for both the Historic County Courthouse and Heritage Barn grant program is expected. The apparent successful Contractor **must** be able to meet these expected travel needs and the Contractor will be reimbursed based on the State of Washington travel rates.

4.15 Track and Report on grant associated metrics as directed by the DEPARTMENT.

5. COST PROPOSAL

5.1 The maximum fee for this contract must be \$90,000 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP. However, Contractors are encouraged to submit proposals which are consistent with state government efforts to conserve state resources.

6. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the DEPARTMENT, which will determine the ranking of the proposals.

The DEPARTMENT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the announcement of the apparent successful contractor. The debriefing must be held within five business days of the request.



8. PROTEST PROCEDURE

Protesting of this procurement must be in writing and signed by the protesting party. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included.

All protests shall be addressed to the RFP Coordinator. A protest can only be filed following attendance of a debriefing conference, and must be filed with the RFP coordinator within three business days of the date attending the debriefing conference.

Only protests stipulating an issue-of-fact concerning the following subject shall be considered.

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors by the evaluator.
- Non-compliance with procedures described in the procurement document or DEPARTMENT policy.

Upon receipt of a protest, a protest review will be held by the DEPARTMENT. The DEPARTMENT director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.

